


FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Administrator for Medical Services</u>	CLASSIFICATION CODE: <u>02595600</u>
	SALARY RANGE: <u>Gr. 141A \$83476-\$96927</u>	REFERENCE POSITION NO.: <u>2020-10200-TBD</u>
	Department or Agency Name <u>Executive</u>	APPLICATION PERIOD: <u>8/10/12 - 9/10/12</u>
	Division/Section/Unit <u>Office of Health and Human Services</u>	GRACE PERIOD ENDS
	Assignment(s) / Comments	
	Shift and Days: <u>Monday - Friday, 8:30 - 4:00 Non-Standard</u>	Job Location: <u>Louis Pasteur Bldg., 57 Howard Ave.</u>
	Restrictions/Limitations: <u>None</u>	<u>Cranston, RI</u>
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>X</u>
	Name of Bargaining Unit Union: <u>N/A</u>	
	There is* _____ is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Assist the Associate Director for Medical Services in the planning, development, supervision, coordination and administration of a statewide medical care program for eligible recipients of medical assistance developed in accordance with the provisions of Title XIX of the Federal Social Security Act and appropriate state statutes; assist in the development and revision of rules, regulations, procedures, and fee and cost standards governing the procurement and payment of medical services and supplies; oversee and manage the vendors who operate MMIS, HIX/IES, and Data Warehouse; ensure these systems are coordinated with EOHHS and Medicaid objectives and priorities; submit and coordinate Advance Planning Documents and updates to the Centers for Medicare & Medicaid; collect statistical data relative to the medical care program and prepare reports on various in trends involving such medical care; to be responsible for a public relations and information program; ensure compliance with federal regulations, and other duties as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree from an accredited institution of higher education in the field of Medical Care Administration, Public Administration, Social Work, Public Health Administration or Business Administration, and	
	Experience: such as may have been gained through: employment as a Chief Medical Care Specialist; or employment in a responsible supervisory position in the field of public health, medical care administration or social work.	
	Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Nancy Nixon	
	OHHS Human Resources Service Center	
	Benjamin Rush Bldg., 2nd floor	
	55 Howard Ave.	
	Cranston, RI 02920	
	Fax and e-mail bids will no longer be accepted	
	TTY/TDD # <u>711</u>	
	(Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER